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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Basic School

DATE: 3 January 1956

FROM : Chief, Administrative Training

SUBJECT: Weekly Report, 27 December - 3 January

1. The auditorium will not be available for course films the next two months. The Clandestine Services Refresher will be in session in January and in February the workmen will be installing air ducts. We are endeavoring to coordinate our schedule with the Management Course for the use of Room 155.

2. [] attended a seminar by [] to review and discuss the new fitness report.

3. [] has completed the twelve hour trade-craft briefing of the OTR film director as reported last week.

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